

HS50-OWI-018

REVISION E

EFFECTIVE DATE: January 26, 2009

ORGANIZATIONAL WORK INSTRUCTION

HS50

FEDERAL CAREER INTERN PROGRAM RECRUITMENT PLAN

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CHECK THE MASTER LIST-
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

Marshall Space Flight Center Organization Work Instruction HS50		
Title: Federal Career Intern Program Recruitment Plan	HS50-OWI-018	Revision: E
	Date: 01/26/09	Page 2 of 6

DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline	N/A	12/12/02	Baseline
		05/28/03	Document Review
		09/9/03	Document Review
Revision	A	10/29/04	Revised to bring this directive in compliance with the HQ Rules Review Action (CAITS 04-DA01-0387). Changed NPG to NPR. Under 5. INSTRUCTIONS A.1., changed "Purpose" to read "Applicable Documents". Under 5, INSTRUCTIONS A. 8. deleted "in accordance with provisions of Part 6 of the plan." Stated more specific retention period in 10. RECORDS. Changed all "wills" to "shall" where appropriately needed.
Revision	B	03/01/05	OI changed to Organizational Work Instruction. Also, OI changed due to reorganization effective 12/12/04. Office title changed from "Human Resources Department" to "Employee Services and Operations Office" and organization code changed from "CD10" to "HS50".
		09/13/2007	Document Review
Revision	C	09/20/2007	Various clerical changes
Revision	D	07/29/2008	Revised to provide more detailed guidelines, basic guidelines remain unchanged.
Revision	E	01/26/2009	Revised to change OWI name from, "Federal Career intern Program Plan" to "Federal Career Program Recruitment Plan."
			Revised to delete references to "Employee Services & Operations Office" and replace with "Human Resources Services Office." Revised to delete statements that give direction to employees outside the Human Resources Services Office.

Marshall Space Flight Center Organization Work Instruction HS50		
Title: Federal Career Intern Program Recruitment Plan	HS50-OWI-018	Revision: E
	Date: 01/26/09	Page 3 of 6

1. PURPOSE

The purpose of this OWI is to describe the procedures used by the Human Resources Services Office to recruit qualified individuals from appropriate sources through the Federal Career Intern Program.

2. APPLICABILITY

This OWI applies to Human Resources Services Office processes involved in the recruitment of individuals for the Federal Career Intern Program Plan.

3. APPLICABLE DOCUMENTS

Executive Order 13162, Federal Career Intern Program, Dated July 10, 2000

NPR 1441.1 NASA Records Retention Schedule

5 CFR 213.3202 (o) (6) (ii)

5 CFR 302

5 CFR 315.712

5 CFR 575

5 CFR 531.203 (b)

5 U.S.C. 2301 (b)(1)

4. DEFINITIONS and Acronyms

FCIP - Federal Career Intern Program.

OPM – Office of Personnel Management

PIP – Professional Intern Program

STARS – Staffing and Recruitment System

5. INSTRUCTIONS

A. The Human Resources Services Office is responsible for the following:

Marshall Space Flight Center Organization Work Instruction HS50		
Title: Federal Career Intern Program Recruitment Plan	HS50-OWI-018	Revision: E
	Date: 01/26/09	Page 4 of 6

1. Implementing the Program under the provisions of the citations shown under “Applicable Documents.”
2. Advising management on the proper use of the Program.
3. Coordinating recruitment/interview schedule with the Academic Affairs Office so that organizations recruit from appropriate sources.
4. Using job related criteria to rate candidates for particular position or groups of positions.
5. Making tentative/final job offers.
6. Maintain necessary files/records/documentation for review by OPM/NASA Headquarters.
7. Accept applications.
8. Providing advice and guidance to selecting officials with respect to: (a) conducting interviews; (b) upholding merit systems principles; and (c) developing general training plans to provide selectees with needed competencies.

6. PROCEDURES

A. Source of Candidates

When a decision is made to fill an administrative, technical, or professional position through the Federal Career Intern Program (FCIP), the Human Resources Services Office, shall assist the selecting official/subject matter expert, in identifying the competencies needed in order for an individual to successfully perform the work of the vacant position. Advice and guidance may include identifying appropriate targeted recruitment sources of candidates and techniques for achieving a workforce from all segments of society.

B. Consideration of Applicants

- (1) Because a wide variety of job vacancies may be filled using the FCIP examining program, different recruitment approaches and procedures for accepting applications shall be utilized, depending on the recruitment source/required competencies determined to be appropriate for each position.
- (2) A record shall be kept in each case file documenting the recruitment source and the required competencies for each position filled under the FCIP.

A. Examination of Applicants

Marshall Space Flight Center Organization Work Instruction HS50		
Title: Federal Career Intern Program Recruitment Plan	HS50-OWI-018	Revision: E
	Date: 01/26/09	Page 5 of 6

- (1) NASA STARS shall be used for evaluating applications for positions to be filled through FCIP.
- (2) Selection shall be determined solely on the basis of relative ability, knowledge, and skills.
- (3) An evaluation of the qualifications of applicants (including eligibility/ineligibility) shall be made only at that point when an actual vacancy is to be filled.

B. Selection

- (1) Selections shall be made in accordance with the veterans preference procedures described in 5 CFR 302.304 (b)1); or, (for positions at grade GS-9 and above, which are of a professional/scientific nature) in accordance with 5 CFR 302.304 (b)(4)(ii).
- (2) The Human Resources Services Office shall appoint selected FCIP candidates to positions in Schedule B of the excepted service.
- (3) Candidates shall be informed about terms and conditions of employment.

C. Use of Recruitment Bonuses, etc.

- (1) The Human Resources Services Office shall advise selecting officials on the appropriate use of recruiting incentives, including, but not limited to recruitment bonuses, superior qualifications appointments, and student loan repayments, in accordance with 5 CFR 575, 5 CFR 531.203 (b), and NPR 3530.1, Pay and Compensation Policy..
- (2) Justification and approval of recruiting incentives shall be documented in each case file.

D. Procedure for Filling Luevano Positions

- (1) In those instances where a decision is made to fill a position covered by the Luevano consent degree (not applicable above GS-7)through the use of the FCIP, the Human Resources Services Office shall contract with OPM to administer the written examination or questionnaire portion of the examination process.

E. Establishing and Maintaining Case Files

- (1) The Human Resources Services Office shall ensure that maintenance of the records used to implement the FCIP, are maintained as a system of records subject consistent with NPRR.

Marshall Space Flight Center Organization Work Instruction HS50		
Title: Federal Career Intern Program Recruitment Plan	HS50-OWI-018	Revision: E
	Date: 01/26/09	Page 6 of 6

F. Evaluation of Program Plan

- (1) The Human Resources Services Office shall periodically review compliance with applicable FCIP as required by the NASA Desk Guide for Human Resources Operations Assessment.

7. NOTES

None

8. SAFETY PRECAUTIONS AND WARNING NOTES

None

9. APPENDICES, DATA, REPORTS, AND FORMS

None

10. RECORDS

Official MSFC recruitment files are maintained in the Human Resources Services Office. Disposition is in accordance with NPR 1441.1, NASA Records Retention Schedule, (NRRS) schedule 3, item 13. These records are maintained for a period of 2 years or until audited by OPM, whichever comes first.

11. TOOLS, EQUIPMENT, AND MATERIALS

None

12. PERSONNEL TRAINING AND CERTIFICATION

None

13. FLOW DIAGRAM

None